ADMISSION AND COURSE REQUIREMENTS STANDARDISED WORDING GUIDELINES

Course Developers should use the standardised wording unless this would result in inconsistency, ambiguity or confusion in which case contact the Manager, Course Implementation and Publications for advice on alternate wording.

UCMS Users please note:

- Content in italics should be adapted as appropriate to the particular course.
- Remove italics prior to entering into UCMS.
- Be specific and clear with the use of 'or', 'and', and 'and/or'.
- If other special course or entry rules apply, for example additional hurdles such as the LANTITE test, add these to the end of the relevant list as the final bullet point.
- With respect to 'equivalent' in the admission requirements note:
    - An Australian Higher Education Provider is equivalent to an Australian University.
    - Overseas qualifications will be reviewed on a case by case basis.
    - For some awards, relevant professional experience and previous study below the required level may also be considered.
- With respect to 'equivalent' in the course requirements, 'equivalent' refers to the fact that some units may not be single weighted.
    - One unit is usually 12 credit points, although units may be half-weighted (6 credit points), double-weighted (24 credit points), triple-weighted (36 credit points) or quadruple-weighted (48 credit points).
- 'Complete' in the course requirements includes any units credited via advanced standing.
- Majors/Shared Majors comprise 96 credit points (8 units) in an undergraduate degree and are named on the testamur for example, Bachelor of XYZ majoring in Major Name. A Major is eight identified units with no option to select units.
- Minors/Shared Minors comprise 48 credit points (4 units) in an undergraduate degree and are not named on the testamur. A Minor comprises 4 identified units, with no option to select units.
- Specialisations –are a combination of units in a course, with a total credit point value commensurate with the volume of learning in the course that is recognised by potential students, educators and professionals as qualifying a student for further learning of professional practice within a specific field of study or field of practice. If needed, seek advice from the Manager, Course Implementation and Publications regarding the wording for course requirements. The Specialisation Name is printed in brackets under the title of the degree.

- Specialisations in a postgraduate degree comprise 48 credit points (4 units) and are named on the testamur e.g. Master of ABC (Specialisation name)

Table 1: English Language Proficiency Admission Requirements Wording

Qualification	AQF	Standard Wording for Admission Requirements (in Entry and Unit List Section of UCMS)
Diploma and undergraduate certificate awards	5	No text entry required unless exemption to Rule 2, Section 2 applies. *(IELTS 5.5 with writing not less than 5.5 and no other band less than 5.0)*
All other undergraduate awards	6-7	No text entry required unless exemption to Rule 2, Section 2 applies. *(IELTS 6.0 with no band less than 5.5)*
Postgraduate coursework awards	8-9	No text entry required unless exemption to Rule 2, Section 2 applies. *(IELTS 6.5 with no band less than 6.0)*

Table 2: Academic Standards Admission Requirements Wording

Qualification	AQF	Standard Wording for Admission Requirements (in Entry and Unit List Section of UCMS)
Diploma, Advanced Diploma, Associate Degree and Bachelor Degree	5-7	No text entry required unless exemption to Rule 2, Section 3, Part A applies. (*Completed secondary education, higher education study, completed Certificate III (AQF 3), successfully completed 6 months' Certificate IV (AQF 4), work life experience)*
Bachelor Honours Degree (1 Year)	8	No text entry required unless exemption to Rule 5, Section 1 applies. (*Relevant bachelor degree with credit average)*
Postgraduate coursework award	8-9	No text entry required unless exemption to Rule 2, Section 3, Part B applies. *(A bachelor degree (AQF 7) or equivalent professional experience as determined by the relevant Head of School)*

Table 3: Course Requirements Wording – Seek Guidance from Manager, Course Implementation and Publications where needed

Qualification	AQF	Standard Wording for Course Requirements (in Entry and Unit List Section of UCMS)
Diploma	5	To be eligible to receive the Diploma of XYZ, students must complete the equivalent of 8 units (96 credit points), comprising: - 8 unit (96 credit points) specialisation
Associate Degree	6	To be eligible to receive the Associate Degree of XYZ, students must complete the equivalent of 16 units (192 credit points), comprising: - *Specialisation; or,* - *X core units (x credit points) and* - *X major/s (x credit points),* - *X minor/s (x credit points),* - *X elective units (x credit points)* **Exit Awards** Students may be eligible to exit with a Diploma of XYZ after completing the equivalent of 8 units (96 credit points), comprising *X core units and X elective/major/minor units.*
Bachelor Degree	7	To be eligible to receive the Bachelor of XYZ, students must complete the equivalent of 24 units (288 credit points), comprising: - specialisation; or - *X core units (x credit points), and* - *X major/s (x credit points),* - *X minor/s (x credit points),* - *X equivalent elective units (x credit points)* - *Additional requirements*

		Exit Awards Students may be eligible to exit with an Associate Degree of XYZ after completing the equivalent of 16 units (192 credit points), comprising *X core units and X elective/major/minor units.* Students may be eligible to exit with the Diploma of XYZ after completing the equivalent of 8 units (96 credit points) comprising *X core units and X elective/major/minor units.*
Bachelor Honours Degree (1 Year)	8	To be eligible to receive the Bachelor of XYZ with Honours, students must complete the equivalent of 8 units (96 credit points). **Class of Honours** This degree may be awarded in the following classes: 1. First Class; 2. Second Class (Division 1); 3. Second Class (Division 2); or 4. Third Class.
Bachelor Honours Degree (4 Year Embedded)	8	To be eligible to receive the Bachelor of XYZ with Honours, students must complete the equivalent of 32 units (384 credit points), comprising: - *specialisation (x credit points) or* - *X core units (x credit points),* - *X major/s (x credit points),* - *X minor/s (x credit points),* - *X equivalent elective units (x credit points), and* - *Additional requirements.* **Class of Honours** This degree may be awarded in the following classes: 1. First Class; 2. Second Class (Division 1);

		3. Second Class (Division 2); or 4. Third Class.
Bachelor Degree + Bachelor Honours Degree	7/8	To be eligible to receive the Bachelor of XYZ students must complete the equivalent of 24 units (288 credit points), comprising: - *X specialisation (x credit points), or* - *X core units (x credit points),* - *X major/s (x credit points),* - *X minor/s (x credit points), and* - *X equivalent elective units (x credit points).* To be eligible to receive the Bachelor of XYZ with Honours students must complete the equivalent of 32 units (384 credit points), comprising: - *X specialisation (x credit points), or* - *X core units (x credit points),* - *X major/s (x credit points),* - *X minor/s (x credit points),* - *X equivalent elective units (x credit points), and* - *X Honours units (x credit points).* Students in this degree must also maintain a credit average across the following units to be eligible for the award: - *Unit X,* - *Unit X,* - *Unit X, and* - *Unit X.* Class of Honours This degree may be awarded in the following classes: 1. First Class; 2. Second Class (Division 1);

		3. Second Class (Division 2); or 4. Third Class.
Graduate Certificate	8	To be eligible to receive the Graduate Certificate of ABC students must complete the equivalent of 4 units (48 credit points), *comprising X core units*.
Graduate Diploma	8	To be eligible to receive the Graduate Diploma of ABC students must complete the equivalent of 8 units (96 credit points), comprising: - specialisation OR - *X core units (x credit points), and* - *X equivalent elective units (x credit points).* **Exit Awards** Students may be eligible to exit with the Graduate Certificate of ABC after completing the equivalent of 4 units (48 credit points).
Masters Degree Coursework	9	**<u>1 Year (8 units/96 credit points)</u>** To be eligible to receive the Master of ABC students must complete the equivalent of 8 units (96 credit points), comprising: - Specialisation or - *X core units (x credit points), and* - *X equivalent elective units (x credit points).* **Exit Awards** Students may be eligible to exit with the Graduate Certificate of ABC after completing the equivalent of 4 units (48 credit points), comprising X core units and X electives. **<u>1.5 Year (12 units, 144 credit points)</u>** To be eligible to receive the Master of ABC students must complete the equivalent of 12 units (144 credit points) comprising: - Specialisation or - *X core units (x credit points), and*

		- *X equivalent elective units (x credit points).* **Exit Awards** Students may be eligible to exit with the Graduate Diploma of ABC after completing the equivalent of 8 units (96 credit points), comprising X core units and X elective units. Students may be eligible to exit with the Graduate Certificate of ABC after completing the equivalent of 4 units (48 credit points), comprising X core units and X elective units. **<u>2 Year (16 units, 192 credit points)</u>** To be eligible to receive the Master of ABC students must complete the equivalent of 16 units (192 credit points), comprising: Specialisation or - *X core units (x credit points), and* - *X equivalent elective units (x credit points).* **Exit Awards** Students may be eligible to exit with the Graduate Diploma of ABC after completing the equivalent of 8 units (96 credit points), comprising X core units and X elective units. Students may be eligible to exit with the Graduate Certificate in ABC after completing the equivalent of 4 units (48 credit points), comprising X core units and X elective units.